

Rec 7

Cable Secretariat

Chief, Records Management Staff

Records Disposition Plan

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1. Attached is the Records Control Schedule prepared for your office by Mr. [REDACTED] of the Records Management Staff. This schedule contains instructions for either the retirement, destruction, or preservation of your records. However, it should be noted that this schedule only gives legal authority for the destruction and retirement of records. All actions taken under this authority must also conform to Agency security regulations.

2. Total ~~records~~ holdings of your Office amount to 177 cubic feet that are presently filed in 26 pieces of equipment having a replacement value of \$9,000. Two percent of these have been scheduled as having permanent record value; the remainder may be retired or destroyed in accordance with instructions in the schedule.

3. The effectiveness of the Agency's Records Management Program is determined in part, by the compilation of data pertaining to the disposition of records. It will be appreciated therefore if you will send me the following information at the end of each fiscal year:

- a. Volume (cu.ft.) of records on hand at beginning of reporting period.
- b. Volume (cu.ft.) of records transferred to the Records Center during reporting period.
- c. Volume (cu.ft.) of records destroyed during the reporting period.
- d. Volume (cu.ft.) of records on hand at end of reporting period.

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4. I wish to thank Mr. [REDACTED] for his cooperation and assistance in developing the Records Control Schedule. Please feel free to call on me at any time for assistance in carrying out your records program.

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Attachment

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Mgt/S/RMS/RDB

(13Mar.57)